

*Last Updated
March 22, 2010*



Training Module C: New Sub-Recipient Introduction



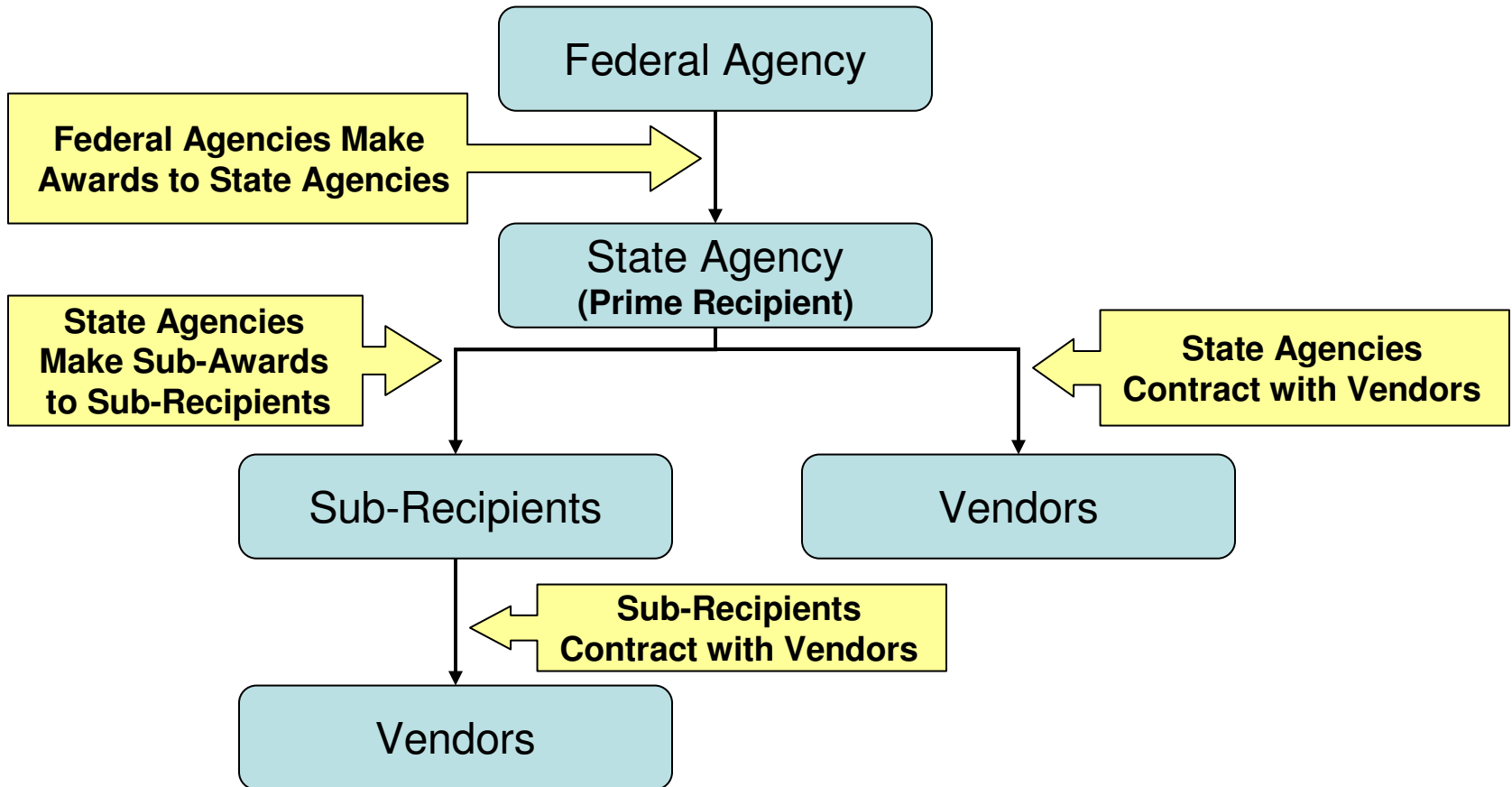
**Office of Economic Recovery and Reinvestment
State of Rhode Island and Providence Plantations**

Agenda

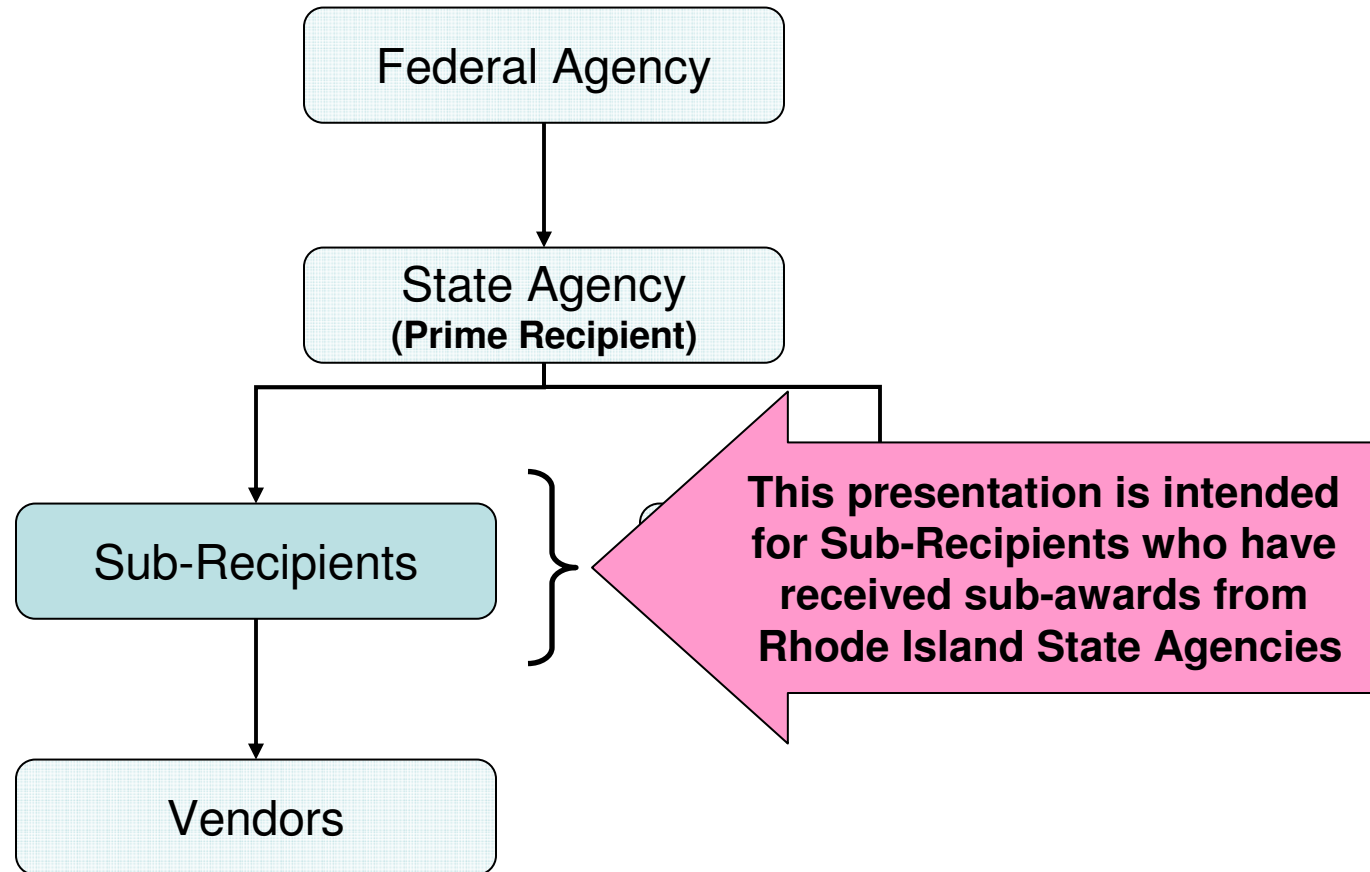
1. Scope
2. OERR Website
3. Contracting Requirements
4. Pre-Registration (DUNS; CCR)
5. Registration with [FederalReporting.gov](https://www.federalreporting.gov)



Anatomy of an ARRA Award



Scope of Presentation



Agenda

1. Scope
2. OERR Website
3. Contracting Requirements
4. Pre-Registration (DUNS; CCR)
5. Registration with [FederalReporting.gov](https://www.federalreporting.gov)



OERR Website (recovery.ri.gov)

The OERR website includes the following:

- Pages for specific ARRA Programs
- Certifications & Approvals
- Weekly Financial Reports
- ARRA Section 1512 Reports
- Funding Opportunities
- Frequently Asked Questions
- ARRA Sub-Recipient Information



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Contracting Requirements

- Supplemental Terms & Conditions have been issued by Rhode Island Division of Purchases.
- These terms and conditions include, e.g.:
 - Buy American Requirements
 - Wage Rate Requirements
 - Reporting Requirements



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Pre-Registration

Prior to registering on FederalReporting.gov, sub-recipients must obtain (or have) each of the following:

1. Receipt of an ARRA related sub-award greater than \$25,000 in a program that is subject to § 1512 reporting;
2. A valid email address and phone number;
3. A DUNS Number; and
4. A Current CCR Registration.

**If you have not yet obtained a
DUNS number or registered with CCR,
you should do so as soon as possible.**



Pre-Registration Process

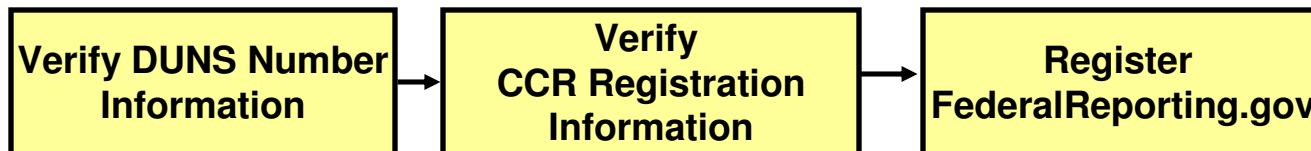
If you have **neither** a DUNS Number nor CCR Registration:



If you have a DUNS Number **but no** CCR Registration:



If you have **both** a DUNS Number and CCR Registration:



DUNS Number Registration

What is a DUNS Number?

Dun and Bradstreet (D&B) is provider of international and U.S. business credit information and credit reports.

The "Data Universal Numbering System" (or DUNS) is D&B's copyrighted, proprietary means of identifying business entities on a location-specific basis. A DUNS number is a unique nine-digit identification number that the federal government uses to identify and track recipient organizations.



DUNS Number Registration

Why do I need to obtain a DUNS Number?

- The Federal Government identifies prime recipients and sub-recipients by DUNS number. It requires organizations to provide a DUNS numbers in connection with grant applications and proposals.
- Reporting entities will need to provide their DUNS number in connection with registration on [FederalReporting.gov](https://www.federalreporting.gov).

Tip: *You can see whether your organization already has a DUNS number by searching <http://fedgov.dnb.com/webform/CCRSearch.do>*



DUNS Number Registration

How do I obtain a DUNS Number?

- By phone: contact the D&B Government Customer Response Center at 1-866-705-5711. Registration by telephone takes between 5 and 10 minutes.
- By web: visit <http://fedgov.dnb.com/webform/>. Users have reported that registration online takes longer than registration by phone.

Note: OERR has received reports that organizations registering for DUNS numbers have received sales calls asking registrants to purchase full D&B profiles. Full subscriptions are not required to complete section 1512 reporting. Any sales call suggesting otherwise should be referred to OERR legal counsel.



DUNS Number Registration

What information will I need to provide?

- Your organization's legal name
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical Address (City, State and ZIP Code)
- Mailing Address (if separate)
- Telephone Number
- Contact Name
- SIC Code (Line of Business)
- Number of Employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?



DUNS Number Verification

What if I want to use a previously existing DUNS Number?

- Sub-Recipients do not need to create a new DUNS number for FederalReporting.gov if they already have one.
- However, prior to using a previously existing DUNS number, you must verify the accuracy of the information that is associated with it.

Other websites and reports will draw information associated with the DUNS Number that you use. You may experience difficulties later in the reporting process if this information is up-to-date.



CCR Registration

What is CCR?

Central Contractor Registration (CCR) is the U.S. Federal Government's primary database of organizations that seek grants from or otherwise do business with it.

Why do I need to register with CCR?

CCR will house organizational information that FederalReporting.gov will pull in connection with your quarterly section 1512 report.



CCR Registration

How do I register with CCR? (1 of 2)

Register online at www.ccr.gov.

An online handbook at <https://www.bpn.gov/ccr/handbook.aspx> details the information registrants need to gather prior to commencing the CCR registration process.

CCR recommends that you allow up to 3 days to gather the required organizational information and prepare your application.



CCR Registration

How do I register with CCR? (2 of 2)

CCR draws on data entered into the DUNS system and asks you to verify it. If, upon review, you find that the data is not up-to-date, then you will have to change the information in DUNS. This step that can potentially add 2 days to the CCR registration process.

CCR also verifies with the IRS the Tax Identification Number (also known as the TIN or EIN) that each organization provides during the registration process.

Make sure to visit <https://www.bpn.gov/ccr/handbook.aspx> for more detailed instructions.



CCR Registration

CCR Points of Contact (POCs)

During CCR registration, registrants will be asked to designate three points of contact (POCs) (as well as alternates for each). The same individual may serve as more than one POC.

- 1) CCR POC -- The person acknowledging that the information provided is current, accurate, and complete.
- 2) Government POC -- The person responsible for marketing and sales with the federal government.
- 3) Electronic Business (Ebiz) POC -- The person will receive emails asking him or her to authorize individual access into [FederalReporting.gov](https://www.federalreporting.gov).



CCR Verification

What if I am already registered on CCR?

- Sub-Recipients do not need to re-register on CCR if they have already done so.
- However, you should make sure that the POCs designated in CCR are aware of upcoming § 1512 reporting. CCR will email the Ebiz POC to confirm that you are authorized to report on [FederalReporting.gov](https://www.federalreporting.gov).



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Registration on FederalReporting.gov

Sub-Recipients should visit and register for FederalReporting.gov within 10 business days of receiving a sub-award from a State Agency greater than \$25,000.

Remember that sub-recipients must have each of the following:

1. Receipt of sub-award greater than \$25,000 in a program that is subject to § 1512 reporting;
2. A valid email address and phone number;
3. A DUNS Number; and
4. Current CCR Registration.



Registration on FederalReporting.gov

Once you have the prerequisites, registration should be brief.

- 1) Visit FederalReporting.gov and click "Register Now"
- 2) Provide the required registration information:
 - Personal (name, email, phone, security questions)
 - Organizational (entity type & DUNS number).
- 3) Review the registration information and submit.

*Available at FederalReporting.gov is
a two-page "Quick Reference Card"*

